

## 9. REPORTING AND RECORDING AN INCIDENT

If a child or young person informs you directly that they are concerned about someone's behaviour towards them, this is what is known as a disclosure. The disclosure may involve the child or young person giving you all of the information at once. However, it is more likely that the information will be given slowly over time.

Regardless of how the information is provided, the person receiving the disclosure should:

- Remain calm and ensure the child or young person is safe
- Reassure them and tell them that they are not to blame and they were right to tell
- If they need immediate medical treatment, take them to hospital or telephone for an ambulance.
- Inform the doctors of your concerns and ensure that they are aware that this is a child protection issue as it is their responsibility to refer this on to the Police or Children's Care Services
- Listen to what the child or young person has to say
- Take what they say seriously
- Keep any questions to a minimum, only asking for clarification
- In the event of suspicion of sexual abuse try to avoid the child bathing or showering until given permission to do so, as this may destroy valuable evidence
- Take a detailed written record of what the child has said to you using the Coerver Coaching Incident Reporting Form (Appendix B).
- Report any concerns using the Coerver Coaching reporting procedures
- Involve the child's Parents, where appropriate
- Be discreet, wherever possible

Actions to avoid in relation to handling a disclosure.

Do not:

- Share information with anyone who doesn't need to know
- Rush into actions - if you are not sure what to do, discreetly seek advice from others
- Make promises you cannot keep e.g. promising a child that you will keep their disclosure a secret
- Take sole responsibility - ensure you pass on your concerns to your Welfare Officer or to a Coerver Coaching Lead Child protection/Safeguarding Officer.

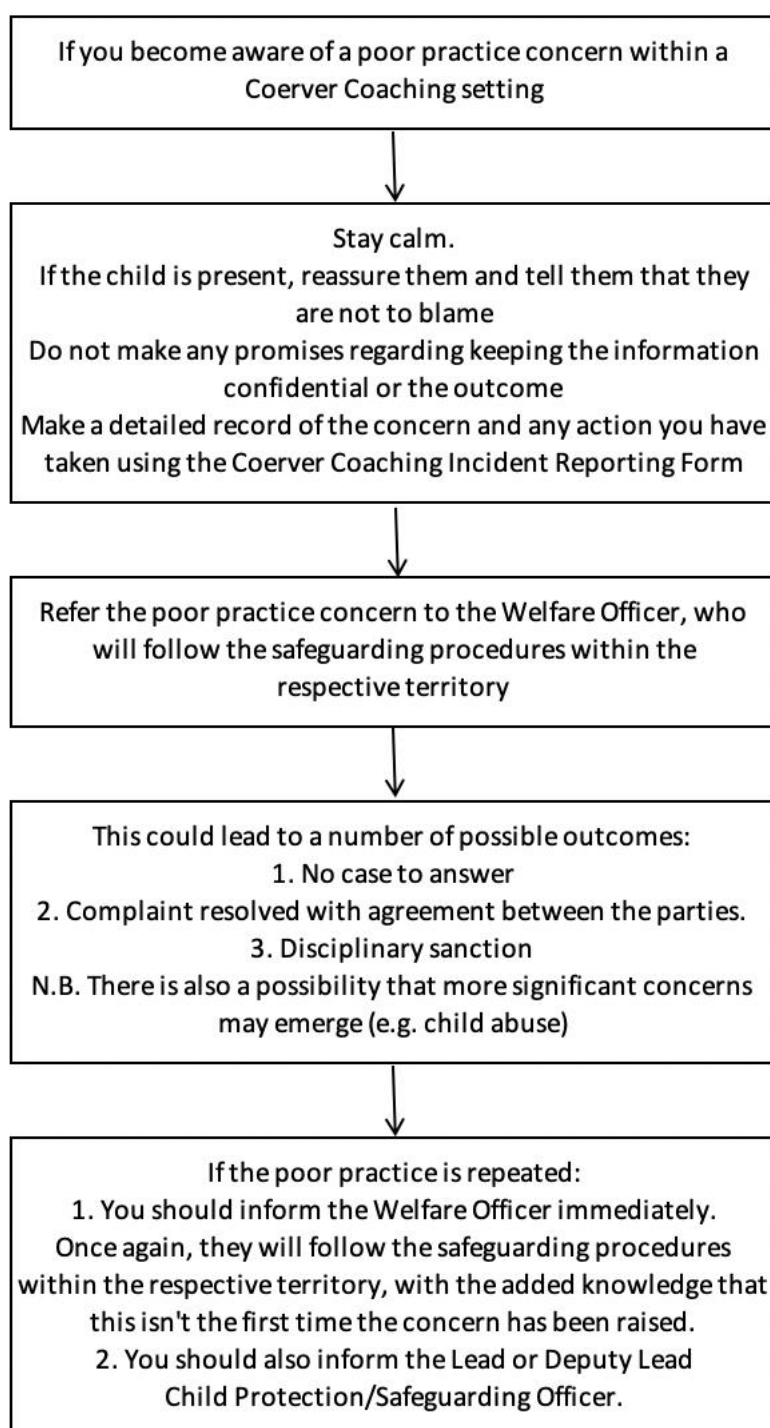
### Coerver Coaching Reporting Procedures

Whether you are informed directly by a child, via a third party or through your own observations within a Coerver Coaching setting you should follow the Coerver Coaching reporting procedures outlined below and in the flow charts on the next pages.

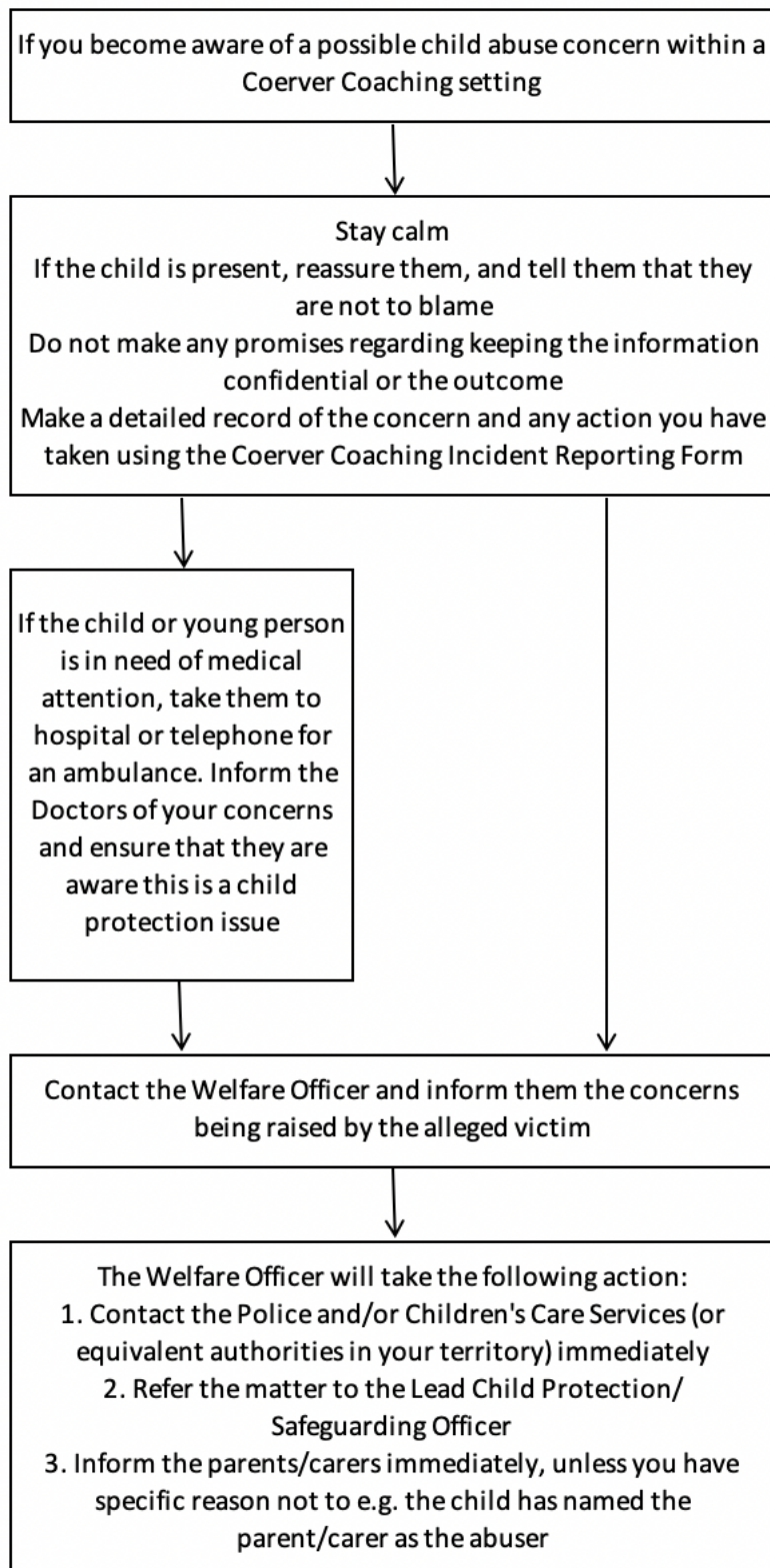
- I. Ensure the immediate safety of the child or young person.

- II. If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance.
- III. Inform a medical doctors of your concerns and ensure that they are aware this is a child protection issue.
- IV. Report the concerns to your Welfare Officer, unless the concerns are about this person.
- V. If the Welfare Officer is not available or the concerns are about this person, report your concerns to the Coerver Coaching Lead Child Protection/Safeguarding Officer or Deputy Lead Child Protection/Safeguarding Officer.
- VI. If neither the Lead Child Protection/Safeguarding Officer or Deputy Lead Child Protection/Safeguarding Officer are available report your concerns to the Police, Children's Social Care or equivalent authorities in your territory.
- VII. These agencies will advise you whether a formal referral is necessary and what further action you need to take. If you are advised to make a formal referral you must make it clear to the Police or Children's Social Care (or equivalent authorities in your territory) that this is a child protection referral.
- VIII. All Police forces in the U.K. have dedicated Child Protection Teams (CPTs) which deal with allegations of abuse within the family setting and by people in a position of trust and they can be contacted in an emergency by phoning 999.
- IX. The flow charts on the following pages explain step by step how to deal with a concern about possible poor practice and/or child abuse both within and outside of a Coerver Coaching setting.
- X. The definitions in Section 3 will help you to decide whether the issue is likely to be poor practice or abuse.
- XI. If you decide the concern relates to poor practice in a Coerver Coaching setting use Flow Chart 1.
- XII. If you decide the concern relates to possible child abuse in a Coerver Coaching setting use Flow Chart 2.
- XIII. If you decide the concern relates to a concern outside of Coerver Coaching use Flow Chart 3.

### Flow Chart 1 - Dealing with poor practice in a Coerver Coaching setting



## Flow Chart 2 - Dealing with possible child abuse in a Coerver Coaching setting



### Flow Chart 3 - Dealing with concerns outside of a Coerver Coaching setting

